



## **LETTER CIRCULAR**

**Ref: SSD 12/08**

**Date: 21<sup>st</sup> April 2008**

**To: All Heads of Secondary School/Junior Lyceums and Sections**

**From: Mr. George Borg, Director Student Services**

**Subject: Applications for the Posts of Guidance Teacher in State Schools.**

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### **Secondary Sector**

Vacancies have arisen in the Posts of Guidance Teacher in several schools, as a result of promotions etc. Applications for these posts are invited from Teachers and Instructors/Instructresses where these vacancies have arisen. **Such posts will be assigned for Scholastic year 2008 – 2009.**

In assigning the posts of Guidance Teacher, consideration will be given to specialised qualifications in this particular field. In the case of more than one teacher in the same school having such qualifications the most senior teacher will be assigned such duties. Other teacher/s will be given the opportunity to move to another school where a vacancy in such post exists.

All applicants, who are not in possession of qualification in the particular field will be required to sit for an interview. Those in possession of qualifications in the particular field will also be interviewed, if this is their first application for the post.

Guidance Teachers may apply if a vacancy in the Post of Guidance Teacher has arisen in their school.

**Applications for the posts of Guidance Teacher** are to be addressed to:

**Director Student Services  
(Attn:- Ms Susan Camilleri)  
Student Services Section,  
Sarria Street  
Floriana**

All applications on the prescribed forms are to reach the above mentioned section through the Head of School by not later than **noon, Friday 9<sup>th</sup> May 2008**. Late applications will not be considered.

**George Borg**

**Director Student Services**

**APPLICATION FOR THE POST OF LIBRARIANS & GUIDANCE TEACHERS**

1. I wish to apply for the post of - Guidance Teacher ( )  
- Librarian ( )

(Mark (x) near the post you would like to apply for ).

If applicants apply for more than one post, they are requested to fill separate forms for each post.

2. a) I have/have not applied for other graded posts.  
(cross out where applicable)
- b) If in the affirmative, indicate for which other post/s.

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3. Name and Surname \_\_\_\_\_ Grade \_\_\_\_\_

Date of Birth \_\_\_\_\_ N.I. \_\_\_\_\_ I.D. Number \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Date of First Appointment \_\_\_\_\_

Date of Present Appointment \_\_\_\_\_

State School where serving \_\_\_\_\_

State whether you are applying for renewal of post or not \_\_\_\_\_

If renewal, state how long you have been in post \_\_\_\_\_

State whether (if not chosen for your present school) you might wish to move to another school if the post is available at this new school \_\_\_\_\_

State whether you have applied for a transfer. \_\_\_\_\_

If yes, state for which schools you have applied \_\_\_\_\_

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\_\_\_\_\_

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**Note: New applicants are to send a photocopy of their qualifications in the field they are applying for.**

4. Relevant academic qualifications for the post.

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5. Other qualifications or experience relevant to this post.

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6. Reasons for applying for the post.

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\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

7. Recommendations / Comments of Head of School.

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Signature of Head of School

\_\_\_\_\_  
Date

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School Rubber Stamp